

Wood Stove Change out Step by Step Instructions for Property Owners and Stove Retailers

- 1. Read the Burn Bright Burn Right program guidelines.
- 2. Only non-EPA Phase II certified wood burning appliances (wood stoves, inserts, and fireplaces) can be replaced through this program with a certified EPA Phase II wood stove/insert, gas stove, or pellet stove.

Program Registration:

- 1. Fill out the "Wood Stove Replacement Registration Form" for property owners within Placer County. Click here to download the registration form.
- 2. Confirm that you own a non-EPA Phase II certified wood burning appliance (wood stove, wood burning insert, or fire place)
 - a. For a list of EPA certified appliances, Click here.
- 3. Be sure to read thoroughly the conditions of the Registration Form and to follow the Form's instructions, on pages 1 and 2.
 - a. Applicants who can verify financial hardship may receive additional financial assistance under this program. This may increase the incentive amount to \$1500. <u>Click here</u> to complete the Financial Assistance Form and submit it with your Registration Form.
- 4. Mail your Registration Packet to the Placer County Air Pollution Control District (District).
 - a. Incomplete application forms may be disqualified.
 - b. Any fraudulent information will automatically disqualify an applicant for funding.
- 5. District staff will review incoming Registration Packets in the order they are received.

Issuance of Voucher to Applicant:

- 1. From May 12 through June 15 (Spring voucher session) and September 1 through October 31 (Fall voucher session), staff will mail out vouchers to qualifying applicants.
 - a. There is a probability that more applications will be received than funds available. If so, an applicant's Registration Form will be automatically forwarded to be reviewed in the following voucher period. For example, if you submit a Registration Form in March, and there are not enough funds to issue you a voucher during the Spring voucher session, then your application will automatically be kept on file and reviewed during the Fall voucher session.
 - b. Any application received between the voucher issuing periods will be considered for funding in the next cycle of the program.
 - c. Unless a voucher is going to be issued directly upon receiving an applicant's registration packet, a letter will be issued to the applicant notifying them the current status of their application.
- 2. Once the voucher is issued an applicant has 90 days to purchase and install the new appliance and to meet all program requirements.

- a. At the time of purchase, the applicant must sign the Project Completion Notification Form which is included with the voucher.
- b. At the time of purchase, the applicant (property owner) will have their stove retailer fill out the Retailer Certification Form which was provided with the voucher. Click here to download the Retailer Certification Form.
 - The retailer is to fill out this form at the point of sale and then return it to the applicant.
- c. Return all required information to the District for reimbursement.

Request for Payment:

- 1. Within 90 days of the date the voucher was issued, the applicant is to return the Voucher, Project Completion Notification Form, Retailer Certification Form, and all required materials to the District for final review and for reimbursement.
- 2. If deemed necessary by District staff, an on site inspection to verify stove destruction and new appliance purchase will be conducted by District staff, prior to reimbursement.
- 3. Within 30 days of receiving an applicant's Project Completion Notification Form, District staff will issue a check to the applicant.
 - a. If the invoice of the new appliance is less than the voucher amount issued, then the District will issue a reimbursement not to exceed the invoice amount of the appliance.
- 4. The incentive amount awarded to an applicant will be considered taxable income and a 1099 Form will be issued at the end of the year.